

To: «Principal_Fname» «Principal_Lname», «Principal_Title»
«Principal_Email»
«School_Name», «School_Address_1», «School_City», MT «School_Zipcode»
Sampled Grade: «Sampled_Grade»

From: Ashley McGrath, NAEP State Coordinator
amcgrath@mt.gov, (406) 444 -3450

Re: Designate NAEP 2015 Coordinator for «School_Name» due 9/4/2015

Dear «Principal_Fname» «Principal_Lname»:

Your school's grade «Sampled_Grade» students were selected to take the assessment on «Scheduled_Asmt_Day_of_Week» («Scheduled_Assessment_Date»). The purpose of this communication is to ask you to designate a "NAEP School Coordinator," who will be our single point of contact for all matters pertaining to the assessment and serve as the liaison for all NAEP activities in your school. As soon as you have read this e-mail, please reply directly to this e-mail to inform us of your designated NAEP School Coordinator. Currently, your name is on file as the default NAEP School Coordinator. This should take no more than a few minutes of your time and your response is required **no later than September 4, 2015**. Attached are materials that will help you designate your NAEP School Coordinator.

School Principal: IMMEDIATE ACTION REQUIRED

Please respond to this email with contact information for your school's staff person designated to liaise with NAEP Field Staff. This individual will work with NAEP Field Staff to make NAEP a success in your school.

Prefix	
First Name	
Last Name	
Title	
Phone	
Email	

I would like to express my appreciation for your assistance with this very important assessment of our nation's students. I look forward to collaborating with you and your School Coordinator to ensure the successful administration of NAEP 2016.

Should you have questions, please contact me at **406.444.3450** or amcgrath@mt.gov.

Sincerely,



Ashley McGrath | NAEP State Coordinator | Measurement and Accountability Division
Montana Office of Public Instruction | PO Box 202501 | Helena, MT 59620-2501
amcgrath@mt.gov | PH 406.444.3450

Enclosures:

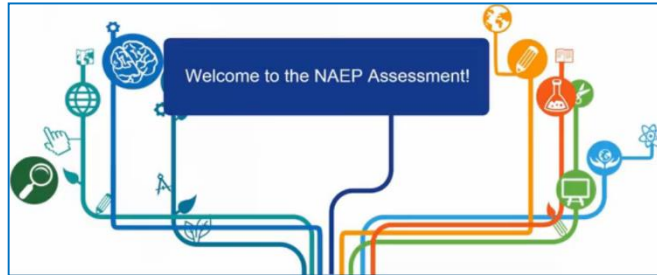
- Qualities of School Coordinator

- School Coordinator Checklist and Timeline
- School Calendar

WANT MORE INFORMATION?



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